

HENDERSON

Library Schools
and Training Classes
in the U. S.

Library Science
B. L. S.

1903



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LIBRARY SCHOOLS AND TRAINING CLASSES IN
THE UNITED STATES AND
COURSES OF BIBLIOGRAPHY GIVEN
IN COLLEGES

by

M A R Y H E N D E R S O N

THESIS FOR DEGREE OF BACHELOR OF LIBRARY SCIENCE
IN THE STATE LIBRARY SCHOOL
in the

UNIVERSITY OF ILLINOIS

PRESENTED JUNE, 1903.

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UNIVERSITY OF ILLINOIS

29 May

1903

THIS IS TO CERTIFY THAT THE THESIS PREPARED UNDER MY SUPERVISION BY

Mary Henderson

ENTITLED library schools and training classes
in the United States...

IS APPROVED BY ME AS FULFILLING THIS PART OF THE REQUIREMENTS FOR THE DEGREE

OF Bachelor of Library Science

Natharine E. Sharp

HEAD OF DEPARTMENT OF Library Science



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P R E F A C E

In preparing this thesis an attempt has not been made to exhaust the subject completely, but only so far as the material in the library of the University of Illinois will allow.

In preparing the list of library schools and training classes in the United States access was had to the Library journal, Public libraries, circulars and catalogs of the institutions, reports of the libraries in which training courses are given and in some few cases to letters from librarians.

The material has been grouped under the following heads.

1. Name of institution, 2. Course offered (years), 3. Length of course, 4. Requirements for admission. 5. Tuition. 6. Director. 7. Description of course.

In preparing the list of colleges in which courses in bibliography are or have been given, access was had to practically the same material as that used in preparing the list of library schools and training classes.

The grouping of the information concerning the bibliography classes does not exactly correspond to that used in the training school courses, since bibliography is given as a class

and not as a course. For that reason tuition has^{not} been noted and the instructor giving the course has been noted at the end of the description of course.

Amherst College Summer School, Amherst, Mass.

Library economy.

Course offered

1891-1903.

Length of course.

1891-96 5 weeks.

1897-1900 6 weeks.

1901 5 weeks.

1902 6 weeks.

2 hours daily in lectures.

2 hours daily in practical work.

Requirements for admission.

No special requirements for admission; applicants will be expected to have reasonably thorough education and show some aptitude among books.

Tuition.

1891 \$10

1892-96 \$12

1896-1902 \$15

Director.

William Isaac Fletcher.

Description of course.

Course for 1891.

Practical lectures by Mr. Fletcher in which whole field of library work will be gone over cataloging, being done by

Cutters and Linderfelts rules. Class will be furnished with blanks and required to go through with each process accession book, shelf list, classification, charging system, binding, etc. as it is desired. The class is conducted as one of beginners, no previous knowledge of library work being expected.

Course for 1892-1897.

Courses offered are identical with that offered for 1891.

Course for 1898.

Course offered identical with that offered for 1891-1897. Visites were made to surrounding libraries in order that other methods might be noted.

Course for 1899.

Courses offered identical with that offered for 1898.

Dana's primer used as a text book since 1899.

Armour Institute of Technology, Chicago, Ill.

see University of Illinois state library school Urbana, Ill.

Berkshire Athenaeum, Pittsfield, Mass.

Training class in library science.

Course offered.

1900

Length of course.

May 1 - Oct. 15, 1900.

2 hours class work each day.

Requirements for admission.

High school education or its equivalent. Examination on literature, current events and general information.

Tuition.

No tuition.

Students give 2 hours ^a week to library during one year.

Director.

H.H. Ballard.

Description of course.

The library in return for the services rendered by the apprentices will see that each member of the class becomes as familiar as the time permits with library work in all its branches, cataologing, desk work, reference etc.

Bloomington, Ind.

Library science.

Course offered.

1897

Length of course.

June 16 - July 27.

Requirements for admission.

Tuition

\$25.00

Director.

A.V. Babine.

Description of course.

Bowdoin College, Brunswick, Me.

Library science.

Course offered.

1891

Length of course.

1 hour a week.

Requirements for admission.

Junior elective.

Tuition.

Director.

George Thomas Little.

Description of course.

Bibliography, lectures and library work.

Brooklyn public library, Brooklyn, N.Y.

Library economy.

Course offered.

1901

Length of course.

6 months. 1/4 of time given to formal instruction in library training.

Requirements for admission.

Examination given in general literature and history. Those having a grade of 75% are admitted to the class.

Tuition.

Free.

Director.

Frances Hawley.

Description of course.

Instruction given in classification, cataloging, reference work, library economy, library hand writing, printing, and practical work.

1/4 of the time for 6 months is taken up with formal instruction in library training. The rest of the time is given to practical work in the branches. Apprentices transferred from one branch to another once a month. End of apprentice time an examination given in library economy. Apprentices who pass with 75% are certified to civil service commission.

Butte public library, Butte, Mont.

Training class in library science.

Course offered.

1895-1898.

Length of course.

3 months. 4 hours a day.

Requirement for admission.

Pass general examination. 6 chosen. Salary of one assistant divided among them.

Tuition.

No tuition.

Director.

John F. Davies.

Description of course.

Course for 1895-1898.

Public library handbook of the Denver public library used as a text book. Instruction given in charging, classification.

Practical work in all departments given.

California University, Berkley, Cal.

Library science.

Course offered.

1902.

Length of course.

June 26 - August 6, 1902. 6 weeks.

Requirements for admission.

For those who have library positions or experience or training.

Tuition.

Director.

Mary Floyd Williams.

Description of course.

Reference and bibliography, book binding, library legislation.

Library science; accession department, selection of books.

Lectures given by visiting librarians and professors in the University. Visits made to libraries in the vicinity.

Instruction in cataloging based on Simplified library school rules; and classification based on Abridged decimal classification.

Carnegie library, Atlanta, Ga.

Library economy.

Course offered.

1899-1902.

Length of course.

6 months.

Requirements for admission.

Competative examination in general history, universal literature,
and a working knowledge of French and German required.

Tuition.

No tuition.

Director.

Annie Wallace.

Description of course.

General instruction given in all branches of library work. Apprentices work for the library in connection with their classes for 6 months without pay.

Carnegie library, Pittsburg, Penn.

Training class for children's librarians.

Course offered.

1901-1903.

Length of course.

2 years. Second year optional.

Requirements for admission.

Number admitted is limited and selection is made from those presenting the best credentials as to education, previous experience, and personal fitness. Candidates who are graduates of colleges in good standing will be admitted without examination. Others will be examined in literature, history, and general information. Candidates who have had a years instruction in any library school or practical library experience are admitted on the recommendation of their directors or chief librarians. For such students a one year course is planned, combining studies of first and second year which bear directly on children's work. Certificates are given for this course.

Tuition.

\$75.00 - 1st year.

\$50.00 - 2nd year.

Director.

Frances Jenkins Olcott.

Description of course.

Course for 1901.

1st. year - instruction given in ordering and accessioning work, cataloging and shelf listing, elementary dictionary cataloging, library hand writing, type writing etc. classification, study of decimal system, loan work, reference work, lectures and problems, planning and equipment of childrens room, administration of childrens room, literature for children, bulletin and picture work, story telling and reading aloud, relation between libraries and schools, home libraries, psychology.

2nd. year - instruction given in cataloging and indexing, special catalogs for children, classification, administration of childrens department, literature for children, story telling, reading aloud, relation between libraries and schools, civic education, advance study of psychology.

Course for 1902.

Course offered similar to that offered for 1901.

Practical work in the library and branches, in management of home library system, sending books to city schools, and the experience in summer play grounds where there are libraries.

An original thesis and bibliography is to be prepared on topics connected with the work of childrens department.

Diploma given to those who complete the 2 years course.

Certificate given to those who successfully complete the first years work.

Course for 1903.

Course offered for 1903 will doubtless be similar to that offered for 1902.

Chautauqua summer school, Chautauqua Lake, N.Y.

Library training.

Course offered.

1901-1903.

Length of course.

1901- July 11 - August 16.

1902- July 5 - August 14.

1903- July 6 - August 14.

Requirements for admission.

High school education or its equivalent required.

Course open only to those in library positions or those having definite appointments to library positions.

Tuition.

1901 - \$15.00 and gate fee of \$5.00.

1902 - \$20.00 and gate fee of \$5.00.

Director.

Melvil Dewey.

Miss M.E. Hazeltine, resident director.

Description of course.

Course for 1901.

General instruction by lectures and practical work will be given along general lines of library economy. The Abridged decimal classification, Cutter's Alphabetic order table, Cutter's Rules dictionary catalog, Simplified library school rules, A.L.A. list of subject headings will be used as text books.

Course for 1902.

Course offered similar to that offered for 1901.

Course for 1903.

No definite information.

Course offered will doubtless be identical with that offered for 1902.

Chicago Institute, Chicago, Ill.

Library economy.

Course offered.

1901.

Length of course.

6 weeks. 1 hour a week.

Requirements for admission.

One course designed for teachers.

Second course designed for teachers and literary students.

Tuition.

\$8.00 a quarter.

\$5.50 a term of 6 weeks.

Director.

Irene Warren.

Description of course.

1. Course for teachers.

First term - devoted to technical methods which will enable teachers to organize a library. Practical lessons follow this.

Second term - devoted to childrens literature. Exhibits of materials and books will be made.

In inexperienced pedagogical class the making of books is taken up and each student binds a book. Main general reference books, dictionaries, encyclopaedias and indexes to history, science, literature, and periodicals ^{are} ~~is~~ taken up. Principles of classification and cataloging are given, and each student does prac-

tical work.

2. Course for readers and literary students.

First term - to develop resources of books and libraries for readers and literary workers by presenting the principles of organization and administration of libraries.

Second term - devoted to the study of biographical helps and to the study of the history of book making.

Chicago University, Chicago, Ill.

Library economy.

Course offered.

1896-1903.

Length of course.

4 courses (University extension) 12 lessons in each course,
2 hours each.

Requirements for admission.

2 years of college work or its equivalent required.

Tuition.

\$6.00 for 12 lessons.

Director.

Zella Allen Dixon.

Description of course.

Course for 1896.

The course is designed to familiarize students with modern library methods and to enable them to acquire a greater facility in research work in the library.

1st course - given December 1896 at Cleveland, Ohio by the director of the department of library science of Armour institute of technology of Chicago, Katharine L. Sharp.

Subjects treated were -

Library economy publications, library training, library associations, traveling libraries, circulating department, reference department, reference lists, classification, and library science.

Course for 1897.

2nd course - given January 1897 at the University of Chicago under the direction of the assistant librarian of the University.

Subjects treated were -

Historical resumé of library economy up to 1879, modern library movement, the effect of the movement on library extension, traveling libraries, home libraries, libraries^{and} schools, co-operation in methods and materials, book buying, book bindings, care of books, manuscripts, old and rare books, how to obtain the greatest good from the library, reference books and how to use them, historical sketches of some of the greatest libraries in the world.

3rd course - given at Geneva Ill. under the direction of the reference librarian of Armour Institute of technology of Chicago, Cornelia Marvin.

Subjects treated were -

Library extension, libraries and schools, childrens reading, library training, library associations, traveling and home libraries, selecting and buying books, classification and cataloging, book binding and the care of books, use of reference books, libraries and clubs.

4th. course - given at Aurora Ill. by the assistant librarian of the University of Chicago for the benefit of the public library staff of the Aurora library.

Course for 1898.

Instruction given in -

1. Historical and literary outlines of library economy, will include historical resumé of ancient, ~~monastic~~^{and} mediaeval libraries, use of free libraries, penny reading rooms, and library associations, the library movement of the dark ages, the modern library movement, traveling and home libraries, great books markets of the world, with short sketches of the most famous libraries.

2. Technical methods, will include instruction and practice in modern and library methods including a full knowledge of the technique required of a trained library system.

3. Bibliography and reference work will include instruction as to the best methods of obtaining the greatest good from a library, explaining in detail bibliographic methods and the use and scope of reference libraries. The correlation of home reading with school work is a special feature of the course.

Mrs. Zella Allen Dixon gives the instruction .

Course for 1899-1900.

No record found in the register of the University.

Cleveland public library, Cleveland, Ohio.

Library training.

Course offered.

1898-1900.

Length of course.

1898 - August 1 - September 10.

3 hours daily in lectures, from 1 to 6 hours in practical work.

1900 - July 23 - September 1.

Requirements for admission.

Diploma from a reputable high school or its equivalent required.

Tuition.

\$15.00

Director.

Esther Crawford.

Description of course.

Course for 1898.

Lectures given on classification, cataloging, accessions, shelf list, the library and the public, reference work, indexing, book binding, and miscellaneous lectures by eminent librarians. Practical work especially emphasised.

Course for 1899.

No course given.

Course for 1900.

Aim to give as thorough a course of technical library training as can be compressed into 6 weeks.

Colby College, Waterville, Me.

Books and libraries.

Course offered.

1901.

Length of course.

1st term - 1 hour a week.

Requirements for admission.

Required of Sophomore class.

Tuition.

Director.

Edward Winslow Hall.

Description of course.

Lectures given at beginning of 2nd year designed to acquaint students with practical use of libraries and books. Topics discussed include a sketch of the development of college libraries, systems of classification, principles of cataloging, library ethics, place of the library in education, ancient libraries, great modern libraries, methods of reading, manuscripts, early printed books, sizes and binding, & treatment of books and pamphlets.

Colorado State Normal School, Greeley, Colo.

Library training.

Course offered.

1896-1900.

Length of course.

1896 - Irregular work.

1897 - 1900, 1 year.

1899 - 1900, 2nd year given, which is optional.

Requirements for admission.

No special requirements. The course is given as one of the regular courses in the normal school.

Tuition.

Director.

Joseph F. Daniels.

Description of course.

Course for 1896-1897.

Some work was done during the year of an irregular nature - such lessons as care of books, selection of reading matter for schools, repairing books, binding books, making magazine binders and portfolios, classifying, and accessioning books, etc. are given.

Course for 1898.

The class begun for the purpose of training recruiting assistance through an apprenticeship and to meet the demands for some instruction in the care of books. It has proved especially help-

ful to teachers and has developed into a handicraft, including the making of note books, folders, and special articles for school use.

10 periods of shelf and desk work distributed over the course - charging, receiving, and shelving books.

10 periods of sewing and sewing bench, using tapes and twines - "one on", "two on", etc.

10 periods of backing and binding. Cloth, boards, and paper, - spring and tight backs, note books and interchangeable sections.

10 periods of writing and sorting cards, catalog and shelf list, indexes and short bibliographies.

10 periods of classification and accession, - Dewey, Cutter classifications and modifications used.

10 periods of choice and care of pictures and illustrations, a model port-folio, special bindings and designs for covers and book plates, an examination of the history of the movement of the N.E.A. and librarians to solve the problem of the library and the school, plans for the organization of children for the founding of school room libraries, and selection of books for school room libraries.

A short course in reading will be required and a type written thesis on some phase of library work applied to schools.

Advanced students will be given an opportunity to do advanced library work in any line they elect, and which shall lead to a consideration of the school room library and reading for chil-

dren.

Course for 1899.

Aim of the course is to furnish an opportunity for handicraft with book building as a center and paper stock as a beginning. Library - 1 short period (45 minutes) each week, not class work. Checking and charging, shelf and reference work, classification and record work, a short author catalog of books, accession work, reference, and the systematic study toward library thesis, desk assistance, bibliography of books about books are given.

Laboratory - 1 long period (90 minutes) a week, class work.

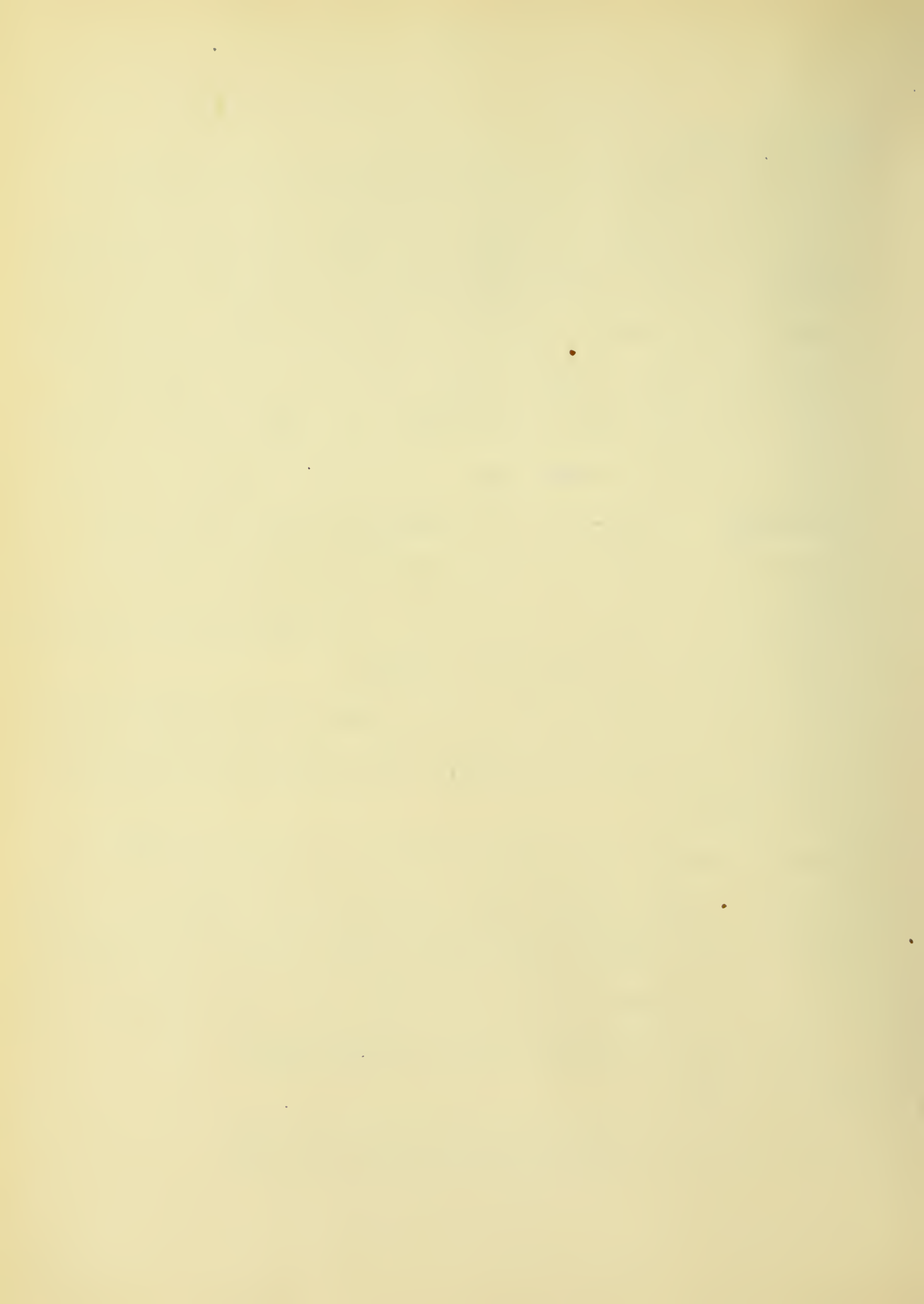
Recitations - books and reading, printing, and the history of books, book binding, the principles of design, binders materials, trade names, and customs are studied.

General work - bibliography, book plates, coins, heraldry, genealogy, and matters pertaining to the museum and the library are taken up.

Elective course - for those who wish to take advanced work or a 2 years course, several other pieces will be added to the handicraft course including embroidered book covers, extra illumination, and designs on choice paper etc. The long course will also contain more of library service and desk work.

Course for 1900.

Course offered similar to that offered for 1899.



Columbia University, New York City.

see New York state library school, Albany, N.Y.

Columbian University, Washington, D.C.

Library science.

Course offered.

1897 - date.

Length of course.

4 years. student may complete the technical part of the course in 2 years and receive a certificate of proficiency.

Requirements for admission.

Candidates for admission to the Freshman class should be prepared in English grammar, rhetoric, French grammar, American history, algebra through quadratic equations, plane geometry, elementary physics, and the elements of free hand and mechanical drawing (regular admission to the Corcoran Scientific school of which Library science is a department).

Tuition.

\$100.00 a year for Freshman, Sophmores, and Juniors.

\$130.00 for Seniors.

Director.

Ainsworth R. Spoffard.

Description of course.

Course for 1897.

Intended to provide such practical instruction as shall fit students for positions as librarians, making the instruction thorough and training pupils for habits of research.

1. Elementary cataloging, - practice in cataloging such books as

- best illustrate the main features of cataloging. 2 hours.
2. Accession department work, - ⁶inspection and purchase of books, reception, checking bills, collation, etc. order slips, order and serial blanks. 1 hour.
3. Elementary classification and shelf department, - lectures on classification systems, and notations, on shelf arrangement, shelf listing and stock taking. 1 hour.
4. Library administration, - loan systems, methods of registering borrowers, charging systems, fines, and interlibrary loans. 1 hour.
5. Typewriting. 2 hours.
6. Library administration, -
- a. accounts, supplies, etc. 1 hour.
 - b. care and preservation of books, book binding and repair, treatment of periodicals and pamphlets. 1 hour.
 - c. Rules, access to shelves, librarians report, buildings, furniture, fittings, etc. 1 hour.
7. Advance cataloging, - preparing dictionary catalog, finding lists, and accession lists, and government publications. 2 hours.
8. Bibliography, - universal, national, trade, and special bibliography, history of printing, paper, publishers, etc. 2 hours.
9. History of libraries, - American, and foreign. 1 hour.
10. Reference work, - helps for readers and students, note taking, and indexing. 2 hours.
11. The library and the public, - organizations of libraries, li-

brary commissions, traveling libraries. 1 hour.

12. Preparation of thesis.

Course for 1898 - 1901.

Courses offered similar to that offered for 1897.

Dayton public library, Dayton, Ohio.

Library training.

Course offered.

1896 - 1898.

Length of course.

1896-- 2 years, 9 months each.

Requirements for admission.

High school education or its equivalent.

Tuition.

No tuition.

Director.

Electra C. Doren.

Description of course.

Course for 1896 - 1897.

Design^{ed} not as a library school but for organization and future development of the Dayton public library.

Instruction given in rules and regulations for borrowers, shelf and inventory, library hand, script, and print, note taking, and library ab^breviations, book routine, book numbers, loan work, accession work, binding work, and alphab^betizing.

Lectures and practical problems. Student to give 1 hour of service to the library for 1 hour of class work, except in cataloging when she shall give 3 hours service for 1 hour of class work.

Course for 1898.

Course offered identical with that offered for 1897.

Denver public library, Denver, Colo.

Training class in library economy.

Course offered.

1893 - 1894.

Length of course.

1893 - 4 hours work each day.

1894 - 5 hours work each day for 9 months.

Requirements for admission.

Desired that applicant have a high school education. Must take a competitive written or oral examination.

Tuition.

No tuition.

Director.

John Cotton Dana.

Description of course.

Course for 1893.

Give thorough instruction in library work from pasting of labels and care of periodicals to the study of cataloging, classification, courses in literature, an instruction in library finance. Visits made to binderies, paper mills etc.

Drexel Institute, Philadelphia, Pa.

Library science.

Course offered.

1892 - date.

Length of course.

1892 - 1903. 1 year.

Requirements for admission.

Good English education, equivalent to the diploma of a high school or college of good standing.

Applicants examined in English literature, and topics relating thereto.

The number of students is limited.

Tuition.

1892 - \$10.00

1897 - 1900 - \$20.00 a term (there are 2 terms).

\$10.00 a term for cataloging alone.

\$3.00 a term for reference work alone.

Director.

Alice Bertha Kroeger.

Description of course.

Course for 1892.

There are 2 courses offered, - 1. library economy, 2. cataloging, with lectures on English literature, bibliography, and history of books and printing. Students may take both courses.

1. Library economy -

library hand writing, accession and order department, classification, shelf listing, mechanical preparation of books for the shelves, shelf arrangement, care of periodicals and pamphlets, binding, charging system work, stock taking, reference work, and business including type writing, correspondence, and statistics.

2. Cataloging -

General bibliography and classification. A.L.A. rules used in cataloging.

3. Outlines of the history of English literature and the important epochs of European literature.

4. Lectures on the bibliography of special subjects.

5. Lectures on the history of books and printing.

6. In addition to the instruction and lectures students devote a certain portion of time daily in practical work in the library of the institute.

Course for 1893 - 1897.

Courses offered identical with that offered for 1892.

Course for 1898 - 1899.

Courses offered identical with that offered for 1897. Visits made to libraries of Philadelphia and outside for the purpose of studying methods.

Course for 1900.

Course offered similar to that offered for 1899. New features

of the work are a bi-weekly report of current events in the library school, and fortnightly debates on practical library topics.

Course for 1901 - 1902.

Courses offered identical with that offered for 1900.

Course for 1903.

Course offered identical with that offered for 1902.

New A.L.A. rules for cataloging have been substituted for the Library school rules formerly used.

Emporia normal school, Emporia, Kans.

Library economy, (suggested).

Course offered.

1903.

Length of course.

10 weeks.

Requirements for admission.

Persons already in library service and others with qualifications sufficient to secure teachers certificate, are admitted.

Tuition.

\$5.00

Director.

Description of course.

Course has been merely suggested. Circulars sent out to see if a sufficient number would enroll to warrant the course.

The usual lines of instruction will be given .

Ferbes Library, North Hampton, Mass.

Training class in library science.

Course offered.

1896 - 1900.

Length of course.

6 months.

Requirements for admission.

Persons must have a good general education.

Tuition.

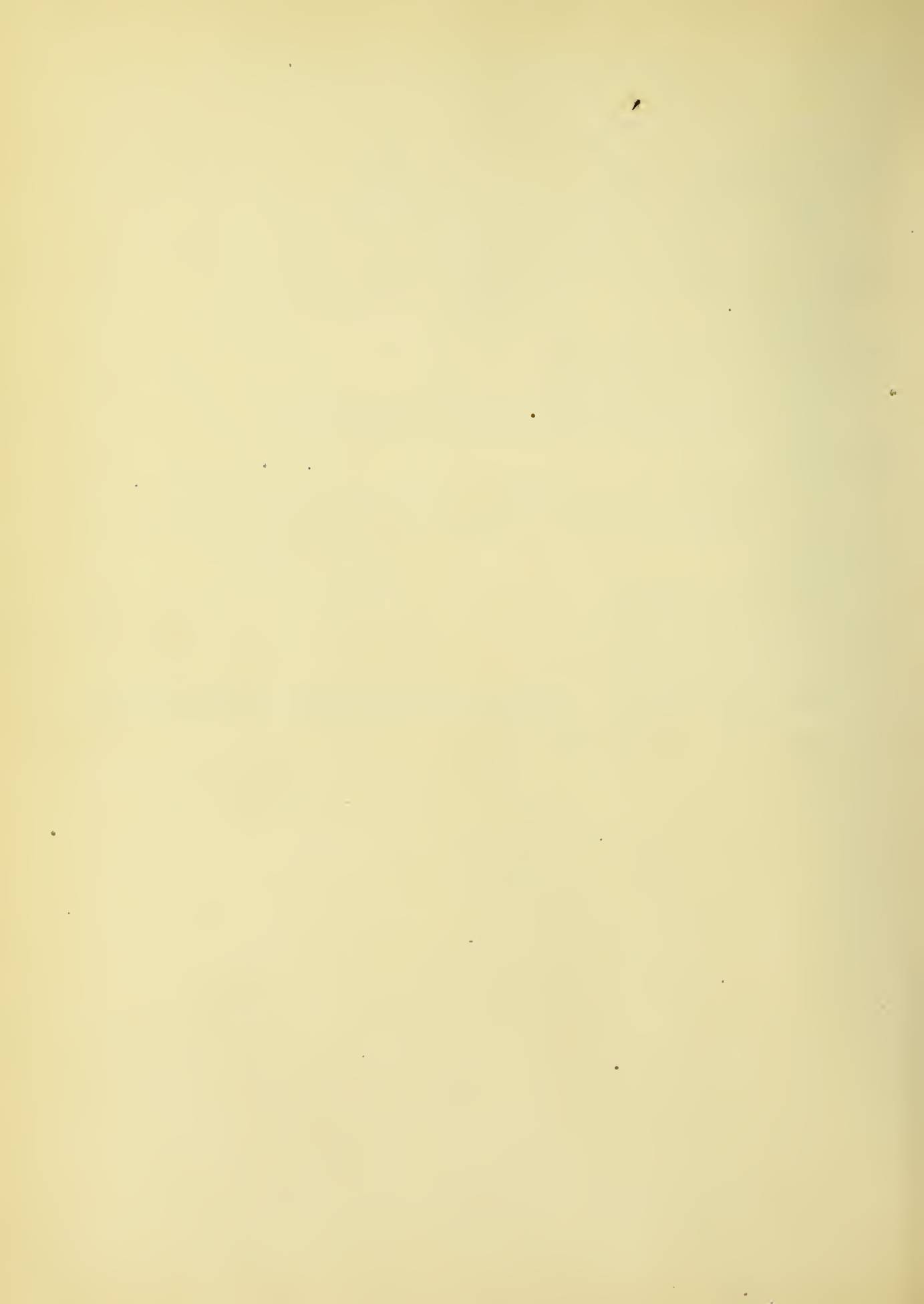
Give service to the library for the knowledge they acquire.

Director.

Charles C. Cutter.

Description of course.

Instruction given in general library methods and practical work to illustrate details.



Hartford public library, Hartford, Conn.

Training class in library science.

Course offered.

1898.

Length of course.

Requirements for admission.

High school education or its equivalent required.

Tuition.

No tuition.

Director.

Caroline M. Hewins.

Description of course.

Course given more to interest the pupils in reading for themselves and working up subjects than to follow out a prescribed course. Pupils are younger members of the library staff.

Illinois state library school, Urbana, Ill.

School transferred from

Armour institute of technology, Chicago, Ill.

Library economy.

Course offered.

1893 - 1897.

Length of course.

1893 - 1894 1 year, 40 hours a week.

1894 - 1897 2 years, 40 hours a week.

Requirements for admission.

Examination in current events, literature and history. Previous preparation and future purpose are considered, while physical condition and personal qualification are equally important.

Tuition.

\$15.00 a year.

Director.

Katherine Lucinda Sharp.

Description of course.

Course for 1893.

Includes lectures and instruction in library hand-writing, accession, and other department routine, cataloging, classification, loan systems, binding, shelf arrangement, shelf listing, reference work, and bibliography, literature, and the history of books and printing. Class once a week in current events.

Course for 1894.

Course offered identical with that offered for 1893.

Course for 1895.

1st. year - includes work in ordering, accessioning, classifying cataloging, loaning, methods of binding, etc.

2nd. year - is outlined to include a course on the history of printing, and the history of libraries, a course in continental literature, bibliography (by specialists from the Chicago University), and library architecture, together with apprentice work in the institute library.

Course for 1896.

Among the new features of the course will be a course on public documents, 10 lectures on book making, and 5 lectures on the history and art of book binding, and a course on the history of printing. Type writing has been added to the list of studies.

Course for 1897.

Library school transferred to the University of Illinois at Urbana, Ill.

Illinois state library school, Urbana, Ill.

Library science.

Course offered.

1897 - 1903.

Length of course.

1897 - 1903 2 years.

Requirements for admission.

Students required to have completed 2 years of regular college work before being admitted to the library school. No entrance examinations required for entrance to the library school.

1903 - Course of instruction covers 5 years beyond the high school consisting of 3 years regular work in the college of literature and arts or the college of science and of 2 years of library work.

Tuition.

\$24.00 a year.

Director.

Katherine Lucinda Sharp.

Description of course.

Course for 1897.

Continuation of the course offered at Armour institute of technology, Chicago, Ill. for 1897.

Course for 1898.

Instruction to be restricted to library topics.

1st. year. .

1. Elementary library economy.

Cataloging taught according to Dewey's Library school rules, and Cutter's Rules for a dictionary catalog. Instruction given in library hand writing, order and accession department, and lectures given on duplicates, exchanges, gifts, importing, copyright, shelf department, classification. (Dewey decimal), and loan systems. Visits made to Chicago libraries in the spring term.

Lectures given on library associations, library economy publications, government and service, library legislation, regulations for readers, library architecture, libraries and schools.

2. Elementary reference.

Lectures given on indexes, dictionaries, encyclopaedias, atlases, hand books of history, hand books of general information, etc. Reference lists are prepared and practical work given to students in the reference department of the library.

3. Elementary bibliography.

American, English, French, and German trade bibliography is taught by lectures and problems.

4. Selection of books.

Study based on Publishers weekly.

5. Elementary apprentice work.

Each student given practical work each week. Each student acts as a assistant to each member of the library staff, and

each student has regular hours at the loan desk. Orders in outside work in cataloging, organizing, bibliography, and writing are given to the class for experience.

2nd. year.

1. Advance library economy.

Comparative study of Dewey, Cutter, Edwards, Fletcher, Perkins, Smith, and Schwartz systems of classification.

Comparative study of British museum, Bodleian library, A.L.A., Wheatly, Perkins, Cutter, and Dewey rules for cataloging.

Students revise Junior cataloging, and catalog new books for the library.

Comparative study of loan systems is made.

2. Advance bibliography.

Lectures on subject bibliography given by professors in the University. Students are given practical problems.

3. History of libraries.

Libraries studied by types and countries. Special attention given to libraries in the United States.

4. Advanced reference.

Fall term devoted to public documents. Winter term devoted to transactions of societies, advanced reference books, and indexing.

5. Book making.

Lectures on the history of printing, printers marks, book plates, and the history and art of book binding.

6. Advanced apprentice work.

7. Thesis.

Must be on library topic and represent original research.

8. General reference.

Course offered to all students of the University who wish become familiar with ordinary reference books.

12 lectures on the catalog, classification, the reference room, and groups of books, indexes, dictionaries, encyclopaedias, atlases, etc.

Course for 1899.

Course offered identical with that offered for 1898.

Course for 1900.

Course offered similar to that offered for 1899.- except that public documents is offered as a course by its self. Publications of the United States are carefully studied both for their value as reference books and for correct methods of cataloging. Practical problems given.

Course for 1901.- 1902.

Course offered identical with that offered for 1900.

Course for 1903.

Course offered similar to that offered for 1902.

Public documents is to be given as an elective the second term of the Senior year. Book making is to be given also as an elective the second term of the Senior year.

Elementary reference, selection of books, history of libraries,

and library seminary, in the first term of the Junior year, and elementary reference, selection of books, and library seminary, in the second term of the Junior year may be elected by students in the University not candidates for the degree of Bachelor of Arts in library science.

Indiana public library commission, Indianapolis, Ind.

Library economy.

1902.

Length of course.

4 weeks.

Requirements for admission.

Those only will be admitted who are creditably filling library positions or are under definite appointment to them.

Tuition.

No fee for residents of state.

\$10.00 fee for non-residents of state.

Director.

Mercia Hoagland.

Description of course.

Course for 1902.

As thorough a course in all branches of library work is given as can be compressed into 4 weeks.

Instruction given in cataloging, classification, library economy, library administration, etc.

Course for 1903.

Course given at Winona Lake, Indiana.

Indiana public library commission.

Course continued at

Winona Lake, Indiana.

Library science.

Course offered.

1903.

Length of course.

6 weeks - July 6 - August 15.

Requirements for admission.

Limited to librarians and assistants who have had 4 years high school course or its equivalent.

Tuition.

\$60.00 (including room and board).

Director.

Mercia Hoagland.

Description of course.

Instruction given in selection of books, order, accessioning, shelf listing, classification, cataloging, binding, bibliography, etc. - paying special attention to school and college reference work.

Iowa state University summer school, Iowa City, Iowa.

Library science.

Course offered.

1901 - 1903.

Length of course.

6 weeks.

Requirements for admission.

Limited to those who have had some experience in library work or those who wish to prepare for definite positions. The applicants must have at least 4 years high school education or its equivalent.

Tuition.

\$5.00.

Director.

Alice S. Tyler.

Description of course.

Course for 1901.

Lectures on note taking, library hand-writing, alphabating, statistics, order department, book buying, trade bibliography, duplicates and gifts, mechanical preparation of books, accessioning, shelf listing, classification, author numbers, cataloging, printing finding lists, serials, contact with the public, loan systems, childrens work, reference work, reading lists, library arrangement, libraries and schools, government and service, and library legislation. Lectures will also be given by

professors in the University.

Course for 1902.

Course offered similar to that offered for 1901.

Cataloging instruction will be extended over 2 summer sessions.

1st. years course of 26 lessons will cover the elementary principles of author and title entry and extend through first 4 1/2 weeks of the session.

2nd. years course of 18 lessons covers elements of subject and analytic cataloging and extends through last 3 weeks of session.

No student may take both courses in the same session.

Library work for children made a special feature. Instruction given the last 2 weeks of the session by Annie Carroll Moore and includes 3 series of lectures on childrens books, important features of the childrens department, and general topics.

Students will be admitted for this course alone - tuition \$2.50.

Course for 1903.

Course offered identical with that offered for 1902.

Lewis institute, Chicago, Ill.

Library economy.

Course offered.

1900 - 1902.

Length of course.

5 hours each day during school year of 36 weeks.

Requirements for admission.

1. Collegiate students who wish elect library economy.
2. Special students who have completed high school or academic course and desire to begin preparation for library work.

Tuition.

The uniform cost of instruction for full regular work is \$12.00 a quarter of 12 weeks.

Director.

Laura Watson Benedict.

Description of course.

Course for 1900.

1a. use of the library.

Instruction given in methods of making the resources of the library available to readers by the use of indexes, bibliographies and general reference work. Stress laid on peculiar qualifications needed by the attendant in the reading room.

Autumn quarter.

1b. Mechanism of the library.

Mechanical preparation of books for the shelves, includes the process of collating, embossing, labelling, repairing, hand writing, etc. An outline is given of the machinery of the order system and preparation of books for the bindery.
Autumn quarter.

2. Catalog.

Study of principles of cataloging attempts with particular attention to the selection of subject headings for dictionary cataloging and such work in minor details as time allows. Accession book,, shelf list, and periodical cataloging, studied.
Winter quarter.

3a. Classification.

Elementary principles of classification discussed with the special aim of teaching the students flexibility and intelligence in the use of any system.
Spring quarter.

3b. Library in its organized relations.

Modern phases of library movements considered, with special emphasis on various forms of co-operative actions being worked out in the United States.
Spring quarter.

Besides these regular courses there are talks by visiting librarians at various times and lectures by professors of the institute in regard to their respective subjects.

Course for 1901.

1a. Mechanism of libraries.

Same as course 1b (1900) .

Autumn quarter.

1b. Catalog.

Elementary course in simple author catalog includes the filing of cards, study of accession, catalog, and the cataloging and care of periodicals.

Spring quarter.

2a. Reference room.

Instruction given in the methods of making the resources of a library available to readers by the use of indexes, encyclopaedias, atlases, dictionaries, and reference hand books. Leading bibliographies will be examined, also bibliographies of a few special subjects such as periodicals, childrens literature, etc.

Winter quarter.

2b. Catalog.

More detailed than 1b. Principles and technique of cataloging given. Special attention paid to the selection of subject headings for dictionary catalog. Cataloging of continuations, society publications, and analytical works undertaken.

Winter quarter.

3a. Classification.

Elementary principles of classification discussed, aim to teach the student flexibility and intelligence in the use of any selected system.

Practice given in classifying books by various systems.

Special attention given to Decimal classification and Expansive classification.

Work on different forms of shelf lists and books numbers.
Spring quarter.

3b. Book binding.

Lectures and topical work on the essentials of good book binding with practice in preparing books for the binder and examination of leathers and other stock material. Outline sketch of book binding given. Visits made to binder.

Spring quarter.

Cutter's Rules for a dictionary catalog, Dana's Library primer, and Dewey's Simplified library school rules are the text books used. Topical reading in files of library periodicals and reference hand books on library economy required.

2 hours a day spent in laboratory work, thus becoming familiar with the practical routine of a library.

Frequent talks by visiting librarians, and lectures by Professors in the institute in literature and bibliography are given.

During winter and spring quarters visits are made to large libraries of the city and suburbs to compare libraries methods.

Course for 1902.

Course offered identical with that offered for 1901.

Lincoln state institute, Lincoln, Neb.

Libraries and their management.

Course offered.

1895.

Length of course.

June 30 - July 3.

Requirements for admission.

Tuition.

Director.

Mary L. Jones.

Mary E. Robins.

Description of course.

Instruction given in rudiments of library work. Special attention given to the selection of books and to the various catalogs. Work will be especially adapted to the special needs of Nebraska school and public libraries. Lectures and laboratory work.

Los Angeles public library. Los Angeles, Cal.

Training class in library science.

Course offered..

1892 - 1902

Length of course.

1892 - 4 months - 1st. class.

8 months - 2nd. class.

6 months - 3rd. class.

Requirements for admission.

High school education or its equivalent required. Examination given - questions selected from entrance examination to library schools and some questions given of a local nature.

Tuition.

No tuition.

Director.

Adelaide R. Hasse.

Mary L. Jones.

Description of course.

Course for 1892.

1st. term.

Accession, acquisition, selecting and buying of books, use and value of trade catalogs, publishers lists, etc. Correspondence, typewriting, library hand-writing, reception of books, checking of bills, collating, etc. Bindery and repair,

preparation of books, instructions to the binder, use of bindery book. Mailing, receiving, checking, covering, and labelling periodicals.

2nd. term.

Classification, reference.

3rd. term.

Loan systems, - all details concerning all kinds of loans. Final examination given, - those who receive 75% receive a certificate.

Thesis prepared pertaining to library economy.

Pupils with an average of 85% will be employed by the library at \$10.00 a month for 6 months during the 6 months of service elementary cataloging will be taught.

Another examination given, - those who pass considered for regular employment in the library.

Course for 1893.

Course offered identical with that offered for 1892.

Those who receive \$10.00 a month for services required to serve 4 hours a day instead of 3.

Course for 1894.

(No record of course in library reports or Library journal).

Course for 1895.

(Conducted a class, - no definite record).

Course for 1896.

(No record of course in library reports or Library journal).



Course for 1897.

Those eligible who pass an oral examination and are over 17 years of age. Class limited to 6. Work 3 hours a day for 6 months in the library. Practical work done.

At the end of the course an examination given, a thesis and bibliography prepared.

Course for 1898.- 1899.

Course offered identical with that offered for 1897.

Course for 1900.

Course offered similar to that offered for 1892 - 1899.

Change in rules;- classes hereafter are to be formed annually on the first Monday in November.

Course for 1901.

Course offered similar to that offered for 1892 - 1900.

Course for 1902.- 1903.

Course offered identical with that offered for 1892 - 1901.



Maine state college, Orona, Me.

Library economy.

Course offered.

1894 - 1897.

Length of course.

1894 - 1896 1 year.

Requirements for admission.

High school education or its equivalent required.

Tuition.

No tuition.

Director.

Harriet C. Fernald.

Ralph K. Jones.

Description of course.

Course for 1894.

Lectures by librarians and others on all phases of library work
and by members of the faculty on bibliography.

Classification, cataloging, accession, order department, etc.
among the subjects treated.

Course for 1895 - 1896.

Course offered identical with that offered for 1894.

Course for 1897.

Course discontinued^{con} in 1897.

Minnesota state University, Minneapolis, Minn.

Library training.

Course offered.

1900 - 1902.

Length of course.

6 weeks.

Requirements for admission.

No entrance examinations required. Course opened to all who expect to do library work and to teachers in charge of school libraries.

Tuition.

\$5.00.

Director.

Mrs. W.J. Southward.

Description of course.

Course for 1900.

Instruction given in book selecting, ordering, mechanical processes, accessioning, classifying, shelf listing, cataloging, loan, withdrawal, repairing and binding.

No text books used. Instruction entirely by lectures and practical work.

Class in advanced cataloging for those who have had practical experience in other lines of library work is held the last 3 weeks of the session.

Outline of work -

1st week - order, accession, bibliography.

2nd week - classification, bibliography, library economy.

3rd week - classification, library economy.

4th week - cataloging, reference work.

5th week - cataloging, reference work, childrens work.

6th week - cataloging, charging systems.

Course for 1901 - 1902.

Course offered identical with that offered for 1901.

Certificate given to those who complete the course.

Montana state University, Missoula, Mont.

Library economy and bibliography.

Course offered.

1901.

Length of course.

5 months.

2 hours a week in recitation.

5 hours a week in laboratory work.

Requirements for admission.

General elective, - open to students registered for the full college course.

Tuition.

Director.

John F. Davies.

Description of course.

Text books used, - Cutters Rules, and the Abridged decimal classification.

Main purpose of the course is more to enable students to use libraries, and to become familiar with the principles of selection of books in connection with their studies than to fit them for actual library work.

Nebraska state University, Lincoln, Neb.

Library economy and bibliography.

Course offered.

1900 - 1902.

Length of course.

1900 - 1901. 1 semester, 2 hours a week in lectures, 4 hours a week in laboratory work.

1901 - 1902 1 semester, 2 hours a week.

Requirements for admission.

Students registering for this course must be eligible to elective work. A knowledge of French and German is necessary in course 2, and helpful in course 1.

Tuition.

Director.

James Ingersoll Wyer.

Description of course.

Course for 1900.

Work offered is distinctly elementary and is not equivalent to a course at a library school but corresponds rather to the instruction given at the best summer schools.

1. Library economy

Cataloging, classification, shelf listing, order and accession work, loan systems, binding and repair. Offered in 1900 - 1901 and alternate years.

2. Bibliography

Trade bibliography, subject bibliography, book selection, and reference. Offered in 1901 - 1902 and alternate years.

Course for 1901.

Course offered similar to that offered for 1900.

Course 1 offered in 1902 - 1903.

Course 2 offered in 1901 - 1902.

New York free circulating library, New York City.

Training class in library science.

Course offered.

1896

Length of course.

Requirements for admission.

High school education or its equivalent required.

Tuition.

No tuition.

Director.

Theresa Hitchler.

Description of course.

Course for 1896.

Very elementary instruction in classification, accessioning, shelf listing, and cataloging, (limited to cards without imprint).

New York public library, (Astor, Lenox, and Tilden foundations),
New York City. . .

Training in library science.

Course offered.

1900.

Length of course.

9 months, - 3 months in lectures and discussions.

6 months in actual service in the library.

Requirements for admission.

High school education or its equivalent required. Applicant
must know one modern language.

Tuition.

No tuition.

Director.

John S. Billings.

Description of course.

Course for 1900.

Course given along general library lines, - 3 months in lectures,
6 months in practical work.

Certificate given to those who complete the years work of 9
months.

New York state library school, Albany, N.Y.

School transferred from

Columbia University, New York City.

Library science.

Course offered.

1887 - 1889.

Length of course.

2 years.

1887 - 12 weeks, open^{ed} January 5.

1888 - 20 weeks, open^{ed} November 10.

1889 - regular school year.

Requirements for admission.

Blanks sent to applicants containing 32 leading questions.

Students selected. High school education or its equivalent required.

Tuition.

\$50.00 for the 2 years.

Director.

Melvil Dewey.

Description of course.

Course for 1887.

Library economy.

Scope and usefulness of libraries, founding and extension of libraries, buildings, government and service, regulations for readers, administration, accession, cataloging, shelf listing,

reference, loan systems, binding and repair, duplicates, libraries on special subjects, countries, and sections, general libraries, reading and aids, library methods, etc.

Bibliography.

Lectures by Professors and specialists. Lectures by specialists include lectures by binders, printers, publishers, book sellers, etc.

Series of lectures given independent of the course of instruction embodying what will be most helpful to beginners.

College lectures.

Open to students without charge. Lectures on art, science, and literature.

Visits made to libraries, book-houses, etc.

Course for 1888.

Course offered identical with that offered for 1887.

The number of extra lectures reduced on account of the amount of time taken from regular work.

Course for 1889.

School moved April 1 to Albany, N.Y. to be a part of the University of the state of New York.

New York state library school, Albany, N.Y.

Library economy.

Course offered.

1889 - 1903.

Length of course.

2 years, - 40 weeks a year.

Requirements for admission.

1889 - Candidates examined in literature, language, and general information.

1891 - Any person who not less than 20 years of age who holds a regents diploma or has graduated from a registered academy or high school may take the entrance examination.

Any graduate of a college in good standing may enter without examinations as to general scholarship but may be examined in Latin, German, and French.

1895 - The library school requires from its regular students 2 years of college work as a minimum of general education.

1896 - Change in policy. Completion of the Junior work will not necessarily admit to the Senoir class. Class work, examinations, and personal qualifications will be weighed and only those who seem likely to render inportant service in the library profession will be admitted to the Senior class.

1898 - Elective system introduced. This is made possible without reducing the usual work in the required lines.

1902 - From March 1902 only graduates from colleges registered by the regents in the college department as giving creditable courses will ^{be} eligible for admission to library school. Thus it is formally made a graduate school.

Tuition.

1893 - \$20.00 a year for non-residents of New York state.

\$30.00 lecture fee paid at matriculation.

1895 - \$80.00 for Junior year for residents of New York state.

\$100.00 for Junior year for non-residents of New York state

No fee for Seniors.

1901 - \$60.00 for Junior year for residents of New York state.

\$80.00 for Junior year for non-residents of New York state.

\$20.00 for Seniors both residents and non-residents of New York state.

1902 - \$75.00 for Junior year for residents of New York state.

\$100.00 for Junior year for non-residents of New York state.

\$25.00 for Senior year for residents of New York state.

\$50.00 for Senior year for non-residents of New York state.

Director.

Melvil Dewey.

Description of course.

Course for 1889.

Continuation of course as given in Columbia University, New

York City for 1899.

Course for 1890.

Junior year

12 weeks instruction in cataloging, shelf listing, accessioning, elementary library economy. 1 lecture daily from October 1 - December 23.

4 weeks instruction on dictionary cataloging. 1 lecture daily during January.

4 weeks instruction in classification. 1 lecture daily during February.

2 months instruction in library economy. 3 lectures daily during March and April.

Apprentice work and state library, and visits made with teachers to other libraries during May and June.

Senior year

During 9 months from October to June

2 hours daily work for state library under supervision.

1 hour a week given^{to} seminar, bibliography, cataloging, and library economy.

Special instruction in

Advanced classification - 2 months.

Advanced library economy - 3 months.

Advanced cataloging, - 1 month.

Advanced dictionary cataloging - 1 month.

Advanced work in the library - 2 months.

Course for 1891.

Course offered identical with that offered for 1890.

Course for 1892.

Junior year

Elementary cataloging

1 hour lecture and 3 hours practical work daily for 10 weeks.

Elementary bibliography

Lectures and quizzes on general and national bibliography, supplemented with special bibliography. Practical bibliographical experience given in the catalog, reference, and order department of the state library.

Accession and order work.

Lectures and practice for 30 hours the 1st week in November. Practice through the year in the accession department of the state library.

Elementary dictionary cataloging

1 lecture and 4 hours practice daily in January. 3 hours a week practice from February 1 to May 15.

Elementary classification

1 lecture and 3 hours practice daily in February. 1 lecture and 2 hours practice weekly from March 1 to the end of the school year.

Shelf department

1 lecture and 5 hours practice daily the 2nd in November. Added lectures and practice during the year.

Loan systems

Lectures and practice in using different systems 1 hours a week from November 15 to May 31.

Senior year

Advanced bibliography

1 lecture and 2 hours work weekly through the year on problems solved by the class and criticized by the instructor.

Advanced cataloging

1 lecture weekly and 2 hours practice daily throughout the year.

Advanced dictionary cataloging

1 lecture and 4 1/2 hours practice daily during the first 2 weeks in February.

Elementary cataloging reviewed and its principles applied to more difficult books. From February 15 to July 1 the student spends 3 hours a week making a dictionary catalog on different subjects.

Advanced classification

1 lecture and 2 hours work weekly throughout the year.

Comparative study of all prominent systems of classification.

History of libraries

2 lectures and 4 hours work weekly during 5 weeks in May and June.

Discussions of libraries on special subjects; law, medicine, art, etc. General libraries, private, business, government,

public, etc.

Original bibliography

Each student must submit either a subject or an author bibliography or an annotated reading list on a subject approved by the faculty.

Thesis

On library science. Must show independent thought and research.

Combined Junior and Senior work

Reading seminar

4 hours a week.

Library language lessons

2 hours weekly from October to April 30.

Founding and government of libraries

Scope and founding of libraries, government and service, regulations for readers.

Library buildings

Lectures and problems throughout the year.

Book binding

1 lecture and 2 hours practice weekly during 5 weeks of May and June.

Reading and literary methods

Reading aids, library methods, and labor savers.

Reference work

1 lecture and 4 hours work weekly in May and June of Junior year.

1 lecture and 2 hours work weekly in Senior year.

Library book keeping

Lectures on business methods and the principles of book keeping.

Visits and quizzes

Leading libraries in Boston, New York, and immediate vicinities visited and reports made on them.

Local libraries

Practical work done in the local libraries.

Course for 1893.

Course offered similar to that offered for 1892.

Instruction in printing and proof reading added.

Course for 1894 - 1897

Course offered identical with that offered for 1893.

Course for 1898.

Course offered similar to that offered^d for 1893 - 1897.

New features,-

1. Consideration of library problems by methods of debate.
2. Preparing picture bulletins.

The elective system was introduced. - Courses elected were,- reference, childrens department, cataloging, and classification.

Course for 1899 - 1900.

Course offered identical with that offered for 1898.

Course for 1901.

Course offered similar to that offered for 1898 - 1900.

Two changes in curriculum were made, -

1. The course in elementary classification given to the Junior class at the beginning of the school year, followed November 18 by the course in elementary bibliography.
2. The reference course is transferred from the Senior to the Junior year and th work on current topics is transferred from the reading seminar to the reference class.

A course in advanced reference added.

Course for 1902.

Course offered similar to that offered for 1901.

Strong point made of library work in the branches.

Course for 1903.

Course offered will be similar to that offered for 1902

New York state library summer school, Albany, N.Y.

Library science.

Course offered.

1896 - 1903.

Length of course.

1896 - 5 weeks.

1899 - 1903 - 6 weeks.

Requirements for admission.

Library experience basis for admission. High school education or its equivalent required.

Tuition.

\$20.00 for non-residents of New York state.

No charge for those engaged in library work.

Director.

Myrtille Avery.

Melvil Dewey.

Description of course.

Course for 1896.

Special attention given to cataloging and classification.

18 lectures given in cataloging and practical cataloging done.

Special lecture given on the making and use of a classed catalog.

Text books - Simplified library school rules, Cutter's Rules for a dictionary catalog, A.L.A. List of subject headings.

12 lectures in classification on the use of the Abridged classification with practice in classifying books.

Bibliography

Lectures on important bibliographies.

Accession department

Each student accessions books for the library.

Reference department

Lectures and quizzes given by reference librarian on national and trade bibliographies.

Loan department

General principles discussed.

Book binding .

Outline of processes through which a book passes in being bound given and inspection of actual bindery made.

Shelf department

Each student shelf lists 60 books. Book numbers explained and practice given in assigning them.

Selection of books

Library economy

Library work in the University of the state of New York traveling libraries, library legislation, founding, and control, libraries in relation to schools, library buildings, access to shelves, statistics and reports, finding lists and bulletins, library printing and editing, childrens work. At the close of the course an examination given and a certificate stating that the semester course has been completed.

Session for 1897 omitted -

1. Moving into new quarters.

2. Large number abroad attending A.L.A. convention.

Course for 1898 - 1902.

Course offered identical with that offered for 1896.

Course for 1903.

The course will be devoted to cataloging and classification in order to afford special opportunities to those who need assistance in these two subjects.

This course will not be given oftener than once every 3 years.

Normal school, Carbondale, Ill.

Instruction in the use of the library.

Course offered.

1901.

Length of course.

Requirements for admission.

Tuition.

Director.

Description of course.

Instruction is very simple - 3 periods of 15 minutes each.

1. Reference books, general encyclopaedias and dictionaries, readers hand books, and year books.
2. Use of the card catalog.
3. Use of indexes.

Normal school, New Paltz, N.Y.

Library economy.

Course offered.

1901.

Normal school will add a course in library economy to its curriculum.

Normal school, Normal, Ill.

Library economy.

Course offered.

1901.

Length of course.

Requirements for admission.

Tuition.

Director.

Ange. V. Milner.

Description of course.

New students call^{ed} to the library for 2 lessons during the 2nd week of school. Given outline of classification, instruction in the use of the card catalog and in reference.

Practical problems given.

Ohio state University, summer school, Columbus, Ohio.

Library science.

Course offered.

1898.

Length of course.

6 weeks - 15 hour course.

Requirements for admission.

Limited to 10.

Conducted especially for librarians of small libraries and assistants.

Tuition.

\$15.00.

Director.

George E. Wire.

Description of course.

Course for 1898.

Cataloging

Author and subject cataloging, accessioning, shelf listing, preparation of books for shelves, and preparation of finding lists.

Classification

Decimal classification. Instruction given in Expansive classification if desired.

Books selection and buying

Book binding, repair, purchase and care of periodicals, care

of pamphlets, public documents, stock taking, charging systems, childrens work, school work, bibliography, etc.

Practical work each day.

Visits made to surrounding libraries.

Olean institute, Olean, N.Y.

Library instruction.

Course offered.

1902.

Length of course.

Requirements for admission.

Tuition.

Director.

Melvil Dewey. - Director.

Mary Emogene Hazeltine. - Resident director.

Description fo course.

Class met' in the reference room of a library.

Discussed the underlying principles in the selection of books,
the accession book, correct methods of cataloging and classi-
fying, etc.

Pasadena public library, Pasadena, Cal.

Training class in library science.

Course offered.

1900.

Length of course.

6 months - 3 hours a day.

Requirements for admission.

High school education or its equivalent required. Entrance examinations given (similar to Los Angeles).

Tuition.

Director.

W.M. Russ.

Description of course.

General course on all departments of a library given, with practical work in the Pasadena public library.

Pratt institute, Brooklyn, N.Y.

Library science.

Course offered.

1890 - 1903.

Length of course.

1890 - 6 months. An additional 3 months given to those whose record has been most satisfactory.

1896 - 2nd year offered.

Requirements for admission.

1890 - Examination held at beginning of each school year on general information. 75% required.

1899 - Entrance examinations held in spring instead of fall.

Tuition.

\$45.00 for 3 terms.

Director.

Mary Wright Plummer.

Description of course.

Course for 1890.

Instruction given in library hand-writing, order department work, accession, classification, finding list rules, alphabetizing, shelf listing, binding, reading room work, reference work, bibliography, English composition, and English literature.

Course for 1891 - 1893.

Course offered identical with that offered for 1890.

Course for 1894.

Course offered similar to that offered for 1890 - 1893.

Course in literature broadened, taking in not only the authors of England and America but also oriental, classical, and modern continental writers.

Course for 1895.

Course offered identical with that offered for 1894.

Course for 1896.

Course offered similar to that offered for 1894.

2nd. year course offered, planned to deal with library science and bibliography, and to be more the development of the historical and bibliographical phase of the first year course than an extension.

Instruction given in advanced cataloging, bibliography, library administration, the history of libraries, ancient and modern continental literature, history of books and printing, history of binders and binding, history of engraving, Italian, and stenography.

The class each year visits the libraries of the neighborhood and compares the methods used.

Course for 1897 - 1898.

Course offered identical with that offered for 1896.

Course for 1899.

Course offered similar to that offered for 1896 - 1898.

Regular 1 year course is supplemented by 2 elective 2nd year courses -

1. Devoted to advanced historical and bibliographical work.
2. Special course for training childrens librarians, given in connection with the kindergarten department of the institute. The course is offered to the graduates of the 1 year course or to those experienced in library work who pass the entrance examinations.

Instruction given in the study of the routine of the childrens library, study of childrens books, and periodicals divided by classes, study of work allied to childrens libraries, home libraries, traveling libraries, etc., the study of 1st year Mother play, and 1st and 2nd year story telling in the department of kindergarten.

Lectures, discussions, and practical work.

Course for 1900.

Course offered identical with that offered for 1899.

Course for 1901.

Course offered similar to that offered for 1899 - 1900.

Training class for apprentices in the Brooklyn public library from July 8 - August 16 directed by Mary Wright Plummer.

Aim of course

1. To give students that information and practice which would fit them to perform duties in the Brooklyn public library.
2. To arouse their interest in the broader aspects and ultimate objects of library work.

Instruction includes - classification, cataloging, reference

work, and library economy including library hand writing.
Abridged decimal classification used and students classified
250 books.

Almost 1/2 of each day was devoted to cataloging.

Course for 1902.

Course offered similar to that offered for 1901.

Course in works of reference for high school teachers begun
in October 1901 and ended the 3rd week in January 1902.

Instruction covered - general encyclopaedias, dictionaries,
biographical dictionaries, reference books in literature, art,
music, religion, geography, sociology, and historical refer-
ence books. Problems were given.

School made the usual visits to libraries and has had several
eminent librarians lecture.

The childrens course was not given in 1902.

Course for 1903.

Course offered similar to that offered for 1902.

Quincy public library, Quincy, Ill.

Training class in library science.

Course offered.

1902.

Length of course.

7 months.

Requirements for admission.

High school education or its equivalent required.

Tuition.

No tuition.

Director.

Elizabeth B. Wales.

Description of course.

Students serve a certain period of apprenticeship and gain information along library lines. At the end of their time they will take an examination and will receive employment of a grade which their examination warrants.

Scoville institute, Oak Park, Ill.

Training class in library science.

Course offered.

1898 - 1900.

Length of course.

Requirements for admission.

Qualifications of previous education and natural adaptability
determine admittance to the class.

Tuition.

No tuition.

Director.

Cornelia Marvin - 1898.

Evva Moore - 1899 - 1900.

Description of course.

Course for 1898 - 1900.

Informal talks and recitations 1 hour 5 days in the week.

Instruction given along elementary lines in library hand-writing,
cataloging, classification, bibliography, reference work, ac-
cessioning, loan departments, book binding, shelf department,
selection of books, library economy, library legislation,
traveling libraries, childrens work, etc.

Simmons college, Boston, Mass.

Library Training course.

Course offered.

1902 - 1903.

Length of course.

4 years

2 years preparatory.

2 years technical instruction.

Requirements for admission.

1902 - Graduation from well equipped high school or its equivalent required.

1903 - 2 years of college or preparatory work required.

Tuition.

Director.

June 1903 director not appointed.

Mary E. Robbins. - Instructor.

Description of course.

Course for 1902.

Instruction given in cataloging, library hand-writing, classification, and technical subjects. Also in the study of English, French, German, physics, history, English literature and composition, and physical culture.

Springfield City library, Springfield, Mass.

Training class in library science.

Course offered.

1898 - 1901.

Length of course.

1898 - 1899. 36 hours a week given by the apprentice to the library, for 9 months.

1900 - Apprentices work without pay for 10 months.

Requirements for admission.

Competative examination given. 6 chosen.

Tuition.

No tuition.

Director.

John Cotton Dana.

Description of course.

Course for 1898 -1900.

5 hours each week during the first 6 months given to the study of library economy and literature.

"The library in return for the services rendered by the members of the class will see that each member becomes as familiar as the time of apprenticeship will permit with library work in all its barnches."

No general course mapped out but lectures given on library economy, reference books, cataloging, etc.

Course for 1901.

Members of the class given an opportunity to familiarize themselves with several departments of library work. Some class work, though the greater part is practical work in the library. At least 3 examinations given during the 10 months.

Syracuse University, Syracuse, N.Y.

Library economy.

Course offered.

1892 - 1901.

Length of course.

1897 - 1901 - 2 years.

Requirements for admission.

High school education or its equivalent required.

Tuition.

1897 - \$37.50.

1900 - \$32.00, also \$15.00 deposited for books, etc.

1901 - \$32.00, also \$17.00 deposited for books, etc.

Director.

Henry O. Sibley.

Description of course.

Course for 1892 - 1896.

Course given in library writing, appliances, books, form, binding, etc. Study and practice in accessioning, indexing, cataloging, the various systems of classification, bibliography, the use of books, etc. Original work in arranging, cataloging, indexing, making shelf and finding lists.

Course for 1897.

1st. year

Instruction given in library printing and vertical penmanship, library book keeping and accounts, indexing, shelf listing,

alphabeting, practical consideration of books, binding, form, etc, elementary cataloging, classification, bibliography, American literature.

2nd. year

Instruction given in accessioning, advanced cataloging, advanced classification and comparative study of different systems, advanced bibliography, reference work, study of library appliances, business, finance, history, organization, administration, construction of the dictionary catalog, English literature, and a thesis on subject assigned.

Certificate given to those who complete the course.

Course for 1898 - 1901.

Course offered identical with that offered for 1897.

Texas University, Austin, Tex.

Library science.

Course offered.

1901 - 1902.

Length of course.

1901, November 11 - 1902, June 11.

Requirements for admission.

No entrance examinations required.

Tuition.

\$15.00.

Director.

Benjamin Wyche.

Description of course.

Course for 1901.

Instruction along usual lines, including, selection of books, ordering, accessioning, classifying, cataloging, bibliography, and reference work, supplemented by a course of collateral reading. Students required to work 6 hours a day in various departments of the library.

Vanderbilt University, Nashville, Tenn.

Library science.

Course offered.

1900.

Length of course.

Summer session - June 24 - August 2.

Requirements for admission.

Tuition.

Director.

Description of course.

Course for 1900.

Brief course given in cataloging, bibliography, and general library economy, including practical work in the University library.

Western Reserve University, Cleveland, Ohio.

Library science. (suggested).

Course offered.

Length of course.

Requirements for admission.

Tuition.

\$80.00.

Director.

Description of course.

In 1901 the course was merely suggested with instruction to be given similar to that offered at the New York state library school, Albany, New York but to differ in these subjects -

1. Instruction in cataloging to be devoted to dictionary cataloging.

2. Bringing elementary practical studies more into 1st year.

3. Giving more advanced courses in bibliography and reference work by the help of the faculty in the University.

4. Students in college courses planning to enter the library school may elect such studies as will be most valuable to them.

Westfield Athenaeum library, Westfield, Mass.

Training class in library science.

Course offered.

1901.

Length of course.

9 months. 36 hours given to the library.

Requirements for admission.

Examination held to test fitness of applicant.

Tuition.

No tuition.

Director.

Description fo course.

Probationary service of 3 months to be followed by 6 months of apprentice service averaging 42 hours a week.

A probationer devotes 6 hours a week out of 36 hours, and an apprentice 12 hours a week out of 42 hours to the private study of library economy, history, literature, and language.

Daily class meetings for discussion of subjects in library economy.

Winona Lake, Ind.

See Indiana public library commission, Indianapolis, Ind.

Wisconsin University summer school, Madison, Wis.

Library economy.

Course offered.

1895 - date.

Length of course.

1895 - 4 weeks.

1896 - 1897 - 6 weeks.

1898 - 1901 - 8 weeks.

1902 - 12 weeks.

Requirements for admission.

1895 - 1898.- Course adapted to the needs of librarians, assistants, and teachers.

1899.- Only those received who have had some library experience, excellent educational advantages, or are preparing to take positions already offered them by libraries.

1901.- Only those received who have had actual library experience or a definite library appointment.

1902.- Requirements the same for the regular course as in former years.

Supplementary course - given to former summer school students whose work entitles them to a certificate. Untrained librarians may be admitted on proving that they are qualified to do the work.

Documents course - Given to those who have had library school training or its equivalent in practical library work.

Tuition.

1895 - 1901 - \$15.00.

1902 - \$15.00. for the regular course.

\$10.00 for the course in public documents.

Director.

Katherine Lucinda Sharp - 1895 - 1897.

Cornelia Marvin - 1897 - date.

Description of course.

Course for 1895.

Course includes note taking, accession and order department, loan department, binding, repair, reference work (lessons and problems), library economy and history, Cutter and Dewey classifications, cataloging which is given special attention.

Instruction occupies 3 hours each day and independent work occupies for 2 to 3 hours each day.

Course for 1896.

Course occupied 6 weeks.

Two courses offered, -

1. School libraries. A general course on the use of school libraries designed for teachers. The purpose and scope of these libraries will be emphasized and special attention will be given to reference work with pupils. Instruction limited to the subject of school libraries and not adapted to those studying library problems.

2. Elementary library methods. Course supplements the former

as a laboratory course and both should be taken. No text books used. Practical work given to students in the branches of library economy necessary in a school library. The course does not cover all departments of library economy as it is designed for the small library only.

, In other respects the course offered is identical with that offered for 1895.

Course for 1897.

Course made permanent.

Instruction followed closely the lines laid down by Miss Sharp in 1895 - 1896.

Course for 1898.

Course offered identical with that offered for 1895 - 1897.

Includes also lectures by various visiting librarians and several visits to binderies, bookshops, and libraries.

Course for 1899.

Course offered similar to that offered for 1895 - 1898.

Special students received for cataloging and classification in the last half of the session. Students not received for the first half alone.

Course for 1900.

Course offered similar to that offered for 1905 - 1899.

Special classes in advanced work for those who wish to go beyond the elements of library economy.

Course for 1901.

Course offered identical with that offered for 1900.

Course for 1902.

Supplementary 4 weeks course added to regular course of 8 weeks. The plan is to offer some additional work each year so that students may look forward to more training.

Beginners are expected to take the regular course which is similar to that offered for 1895 - 1900; those who have already studied may come for the supplementary course, or the course in public documents.

Public documents course.

Given by Adelaide Hasse for 3 weeks, August 6 - 27, 1902.

Course planned to cover United States federal, state, and municipal documents, and to occupy the time of the student from 9 - 5 oclock daily. Only those who have had library school training or its equivalent experience in practical library work are admitted. Tuition \$10.00

Course for 1903.

Course offered identical with that offered for 1902.

Correspondence course,

Course offered.

1900.

Director.

Zella F. Adams.

Description of course.

P.L. 5:220

Correspondence instruction given in library science.

Zella F. Adams,

Evanston, Ill.

Chicago University correspondence study department, Chicago, Ill.

Library economy.

Course offered.

1898 - 1903.

Length of course.

24 lessons.

Requirements for admission.

No preliminary examination required. The University requires certain information called for on formal application blanks and reserves the right to accept or reject applicants.

1900. Students should have a 2 years college education or its equivalent.

Tuition.

\$5.00 matriculation fee.

\$3.00 tuition fee for each Minor.

\$16.00 tuition fee for each Major.

Director.

Description of course. .

Course for 1898.

1. Methodology

Includes reading, abstracting, note taking, note filing, indexing, compiling, and habits and methods in these important lines of work. Designed for students of all classes.

2. Elementary library economy.

Designed to help those who wish to prepare for library work

but who cannot take a systematic course at a library school.

The leading books and helps for cataloging, classifying, reference work, and library management discussed and their use enforced by practice work.

Instruction given by Mr. Hastings.

Course for 1899.

Course offered identical with that offered for 1898.

Course for 1900.

Technical methods of library science.

Designed as an elementary training in practical library work for those unable to attend a library school.

Instruction given in cataloging, classification, accessioning, shelf listing, book binding, gift work, periodicals, loan systems.

Instruction given by Miss Robertson.

Course for 1901.- 1902.

Course offered identical with that offered for 1900.

Course for 1903.

Course offered will doubtless be identical with that offered for 1900 - 1902.

Correspondence course.

Course offered.

1900.

Director.

Theresa Hitchler.

Description of course.

P.L. 5:108.

Correspondence course given in library science; private classes also.

Theresa Hitchler,

Brooklyn public library.

Course covers full and scientific instruction and practical work in library hand-writing, book ordering, accessioning, classification (D.C. thoroughly with an explanation of Cutter), shelf-listing (sheets and cards), cataloging (dictionary and classed), loan systems, bibliography, proof reading, preparing books and periodicals for the shelves and circulation, talks on reference, work in libraries, making bulletins, and kindred topics.

B I B L I O G R A P H Y

Brown University, Providence, R.I.

Bibliography.

Course offered.

1898 - date.

Length of course.

3 hours during the 3rd term.

Requirements for admission.

Elective for Juniors, Seniors, and Graduates.

Description of course.

Course for 1898.

Books and libraries

Lectures on historical bibliography, manuscripts, printing, publishing, book selling, practical authorship, reading and its methods, libraries, their history, place in education, chief problems, management and use.

Lectures by the instructor, oral reports, and written discussions by the students.

Designed primarily for all users of library, but serving as an introduction for those intending to make library work a profession.

Course for 1899 - date.

Course offered identical with that offered for 1898.

Instruction given by Mr. Koopman.

Colby College, Waterville, Me.

Bibliography.

Course offered.

1900.

Length of course.

1 hour a week for 1 term.

Requirements for admission.

Required of Sophmores in the college.

Description of course.

Course of lectures designed to acquaint the students with the practical use on libraries and books.

Topics discussed include - development of college libraries, systems of classification, principles of cataloging, library ethics, ancient libraries.

Instruction given by Prof. E. W. Hall.

Colorado University, Boulder, Colo.

Bibliography.

Course offered.

1893 - 1902.

Length of course.

1 hour a week during the year.

Requirements for admission.

Open to Seniors of all departments.

Description of course.

Course for 1893.

1st. semester

Library technics - Lectures on the place of bibliography in a liberal education, University libraries, the student use of libraries, connections with recitations, lecture and seminary work, methods and reference work, and original investigation. Practical work includes the explanation of library regulations, appliances, classification, etc. Reference done in subjects suggested.

2nd. semester

Systematic bibliography - lectures on the use of bibliography in the practical life of a man of culture, the historical development of books, the scientific purpose and use of books and libraries, etc. Select reading in bibliography and library economy.

Course for 1894 - 1902.

The librarian offers to all new students of every department instruction in the use of the library. Gives familiar talks and practical work in the details of the use and purpose of classification, shelving, catalogs, indexes, manuals, books of reference, and bibliography.

Instruction given by Alfred E. Whitaker.

Columbian University, Washington, D.C.

Bibliography and bibliography.

Course offered.

1894 - 1902.

Length of course.

Requirements for admission.

Open to students in graduate school.

Description of course.

Course for 1894.

The professor exercises general supervision over bibliographic work done in the graduate school and advises the students as to the best methods of presentation of results.

During the year Prof. Gore lectured to the students of the school on bibliography and bibliographic methods, while Prof. Gill addressed the students on the methods of cataloging.

Instruction given by Prof. Bolton.

Course for 1895 - 1902.

Course offered identical with that offered for 1894.

Instruction given 1895 - 1900 by Prof. Bolton.

Instruction given 1901 - 1902 by Prof. Johnstone.

Cornell University, Ithaca, N.Y.

Bibliography.

Course offered.

1886 - 1903.

Length of course.

1886 - 1888 - 1 hour a week for 1 term.

1889 - 1903 - 1 hour a week for 2 terms.

Requirements for admission.

Description of course.

Course for 1886 - 1888.

General bibliography, manuscripts, printed books, systems of classification, bibliographical aids, covered in lectures.

Course for 1889 - 1903.

International survey of the historical development of the book, illustrated by examples of manuscripts and incunabula, explanation of book sizes and notation, systems of classification and cataloging, and bibliographical aids in use in the library covered in lectures.

Instruction given by Mr. Harris.

Dartmouth College, Hanover, N.H.

Bibliography.

Course offered.

1890 - 1899.

Length of course.

1890 - 1894 - 6 hours a week during the last 5 weeks of the 1st.
term.

1895 - 1896 - 4 exercises the 1st. week of term.

1897 - 1899 - 2 hours a week during the 1st. term.

Requirements for admission.

1890 - 1895 Junior year, elective.

1896 - 1897 Freshman year, required.

1898 - 1899 Junior year, elective.

Description of course.

Course for 1890 - 1899.

Instruction in origin, history and use of manuscripts, books,
and the library. Lectures and practical work in bibliography.

Instruction given by Prof. Bisbee.

Drexel Institute, Philadelphia, Penn.

Bibliography.

Course offered.

1897 - 1898.

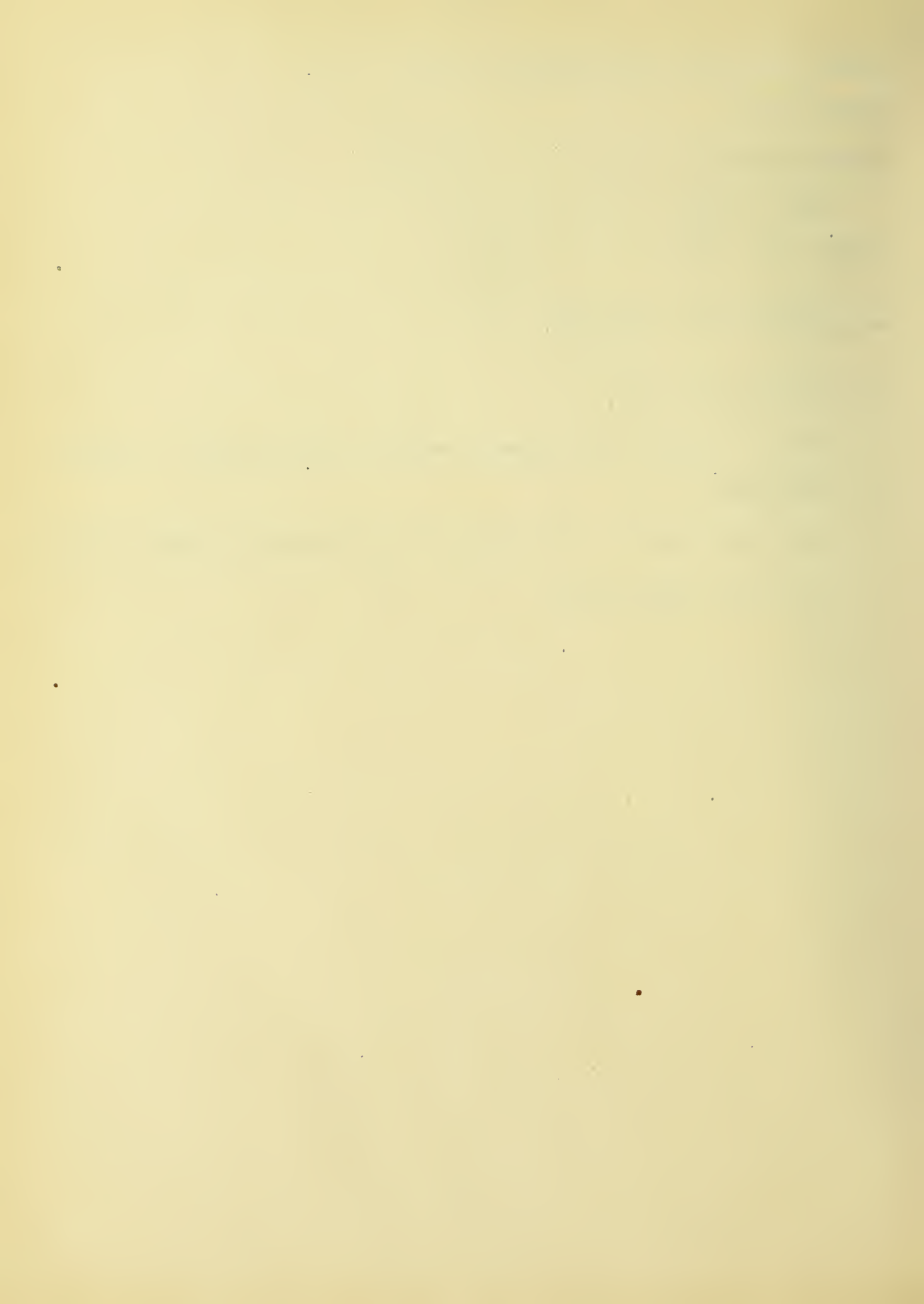
Length of course.

Requirements for admission.

Description of course.

Study of general bibliography and the bibliography of special subjects.

Lectures given by professors of the institute on the literature of their specialities.



Hamilton College, Clinton, N.Y.

Bibliography.

Course offered.

1900.

Length of course.

1 hour a week during the winter term.

Requirements for admission.

Junior elective.

Description of course.

Explanitory lectures given on paleography, invention of printing, book making, in Europe and America, libraries, material bibliographies, classifications, reference work including dictionaries, encyclopaedias, literature and history.

Instruction given by Melvin G. Dodge.

Leland Stanford jr. University, Palo Alta, Cal.

Bibliography.

Course offered.

1896 - 1901.

Length of course.

1896 - 1898. - 2 hours a week during the 1st. semester.

1898 - 1899 - 1 hour a week during the 2nd. semester.

1900 - 1901 - 1 hour a week during the 1st. semester.

Requirements for admission.

Description of course.

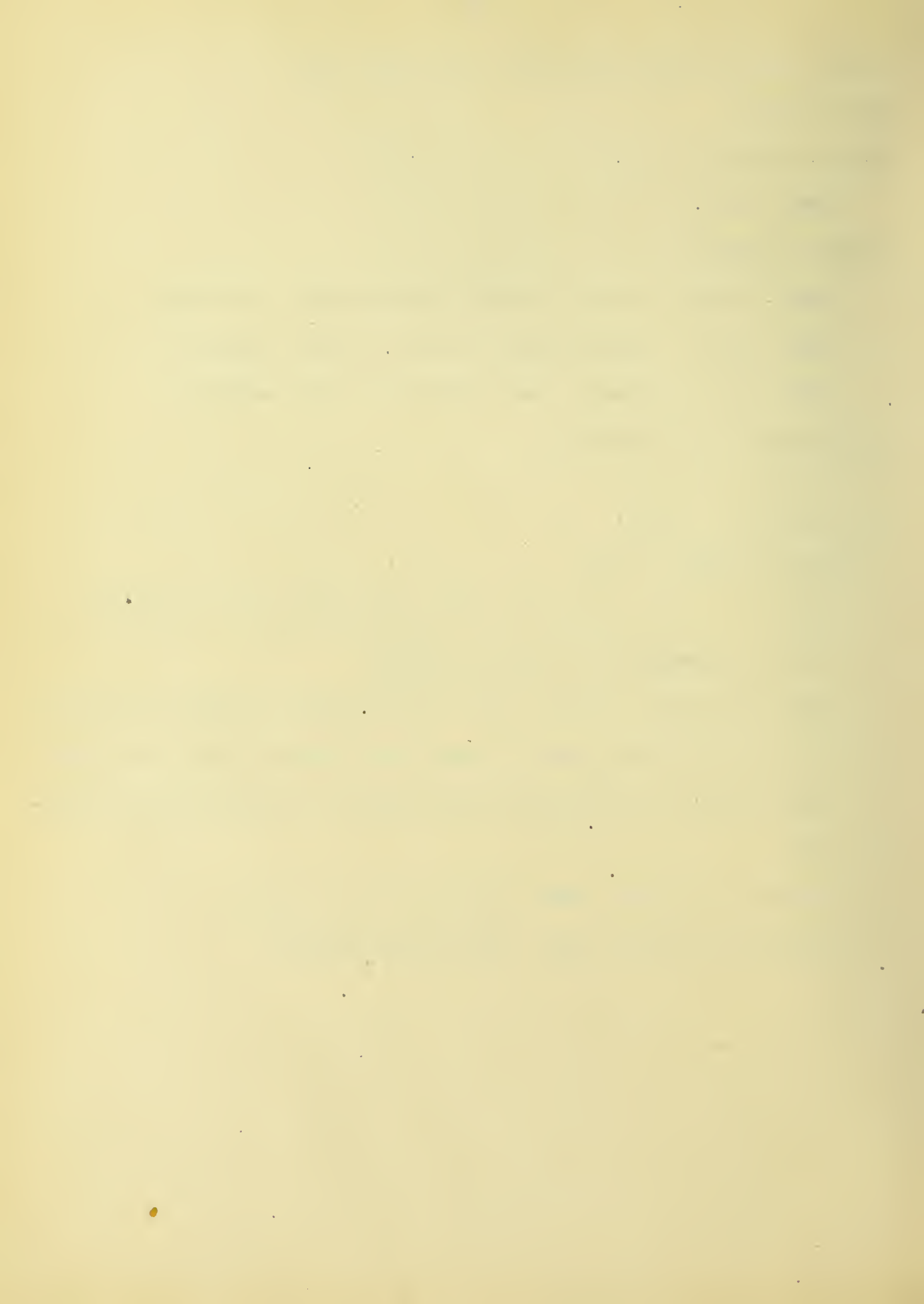
Course for 1896 - 1901.

The aim of this course is to give practical aid to students in the preparation of bibliographies.

Bibliographical methods, the bibliography of special subjects, and the principle books of reference discussed and individual work carried out under the direction of the University librarian.

Instruction given 1896 - 1898 by F. J. Teggart.

Instruction given 1899 - 1901 by Mr. Babine.



Michigan University, Ann Arbor, Mich.

Bibliography.

Course offered.

1879 - date.

Length of Course.

1879 - 1882 - 1 hour a week during November and December.

1882 - 1888 - 1 hour a week for 1 month during 1st. semester.

1 hour a week during the 2nd. semester.

1889 - 1892 - 1 hour a week during 2nd . semester.

1892 - 1903 - 1 hour a week for 1 month during 1st. semester.

1 hour a week during 2nd. semester.

Requirements for admission.

1882 - 1903 - elective in the department of literature, science,
and arts.

Description of course.

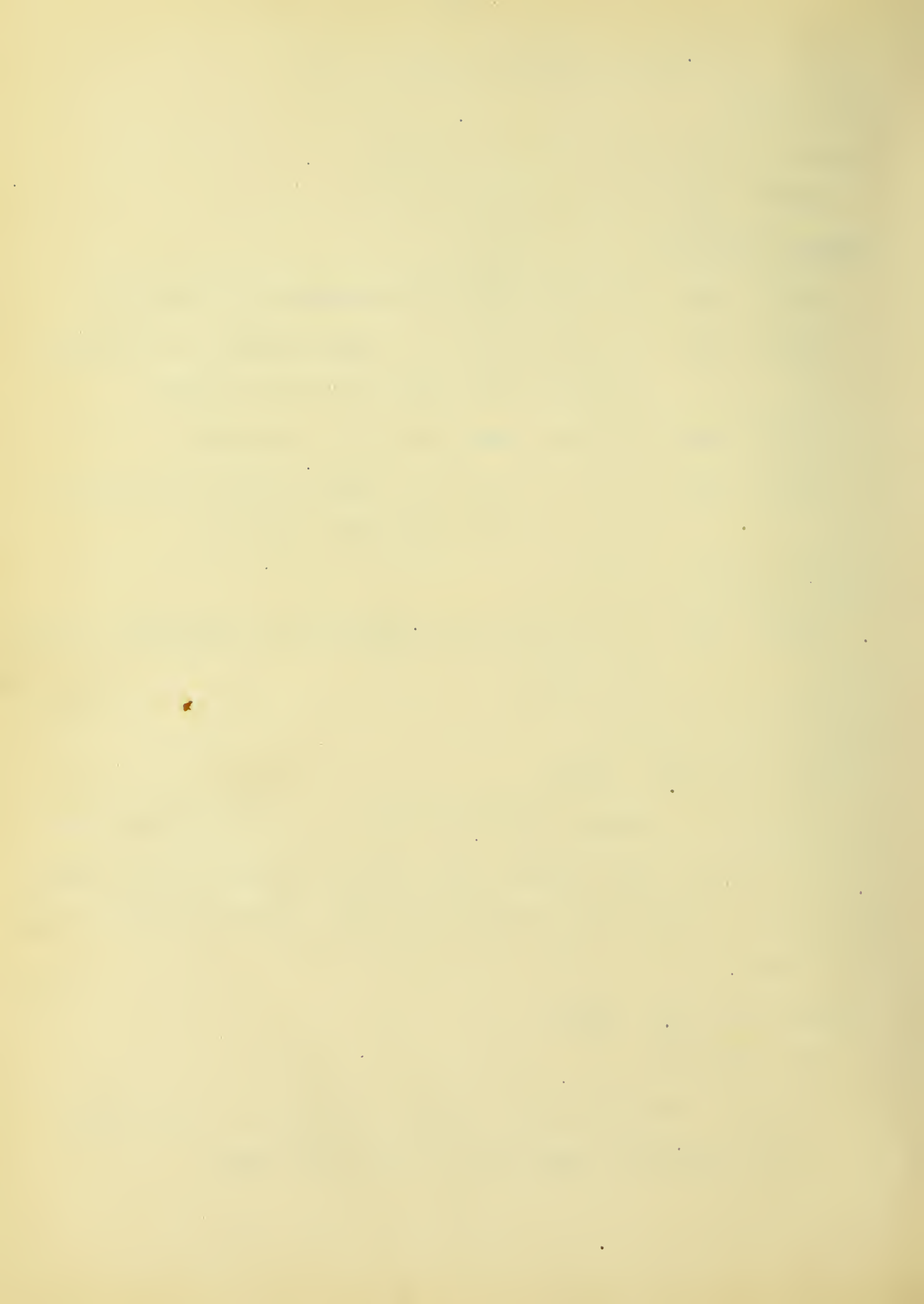
Course for 1879 - 1882.

Consists of lectures delivered once a week during the months of November and December. This course in bibliography is not one of those to be counted as meeting the requirements of the degree.

Course for 1882 - 1889.

1st. semester

Lectures designed to aid readers in the use of the library and in gaining a knowledge of the recent books.



2nd. semester

Historical, material, and intellectual bibliography treated.
By a resolution of the Board of regents, bibliography is made one of the elective studies in the department of literature, science, and arts. Students who elect and attend lectures and pass the examination on them receive credit for a 1/5 course.

Course for 1899 - 1892.

1st. semester

No instruction given.

2nd. Semester

Course offered identical with that offered for 1882 - 1889.

Course for 1892 - 1903.

1st. semester

Course offered identical with that offered for 1882 - 1889.

2nd. semester

Course offered identical with that offered for 1882 - 1892.

Instruction given by Prof. R. C. Davis.

Montana University, Missoula, Mont.

Bibliography.

Mr. J.F.Davies, librarian of the University library, suggests
a course in bibliography in his report for 1899 - 1900.

(L.J. 26:163).

Oberlin College, Oberlin, Ohio.

Bibliography.

Course offered.

1899- 1901.

Length of course.

2 hours a week during the year.

Requirements for admission.

Elective.

Description of course.

Course for 1899 - 1901.

Each of the following courses may be elected with out the necessity of taking the other courses offered. The work is planned to give immediate benefit to the student in future class work and to give a knowledge of the history of books and methods used by librarians in dealing with them.

1st. semester

History of the printed book. 2 hours a week.

Lectures treating of the origin of printing, the development of the art, notable printers and publishers and the methods of printing and publishing establishments of the present day.

Practical exercises and papers prepared.

2nd. semester

1. Use of libraries and elementary bibliography. 2 hours a week.

Lectures on the methods employed by librarians to facilitate the use of their collections, various catalogs, classifications

etc. employed by the principle libraries of the countries, also lectures on the principal bibliographies, encyclopaedias, and other tools of the literary worker, with special attention given to the needs of college students.

2. Illustration and decoration of books. 2 hours a week.

Lectures treating of various forms of book illustration from the earliest wood engravings to the modern "half tone" process, followed by lectures on book binding from the earliest blind-pressed work of the Germans to modern forms of decoration.

Instruction given by Prof. Root.

Wellesley College, Wellesley, Mass.

Bibliography.

Course offered.

1884 - 1902.

Length of course.

1888 - 1896 - 1 hour a week during 2nd. semester.

1896 - 1902 - 1 hour a week during the year.

Requirements for admission.

1884 - 1896 - Elective.

1896 - 1902 - Open to Sophmores, Juniors and Seniors.

Description of course.

Course for 1884 - 1885.

Special course in bibliography given during the fall and winter term.

Course for 1886.

Course of lectures given each year on how to use the library, author and subject reading, the best general reference books and their use, classification, and the best reference books in each class.

Course for 1887.

An elective course in the bibliography of the following subjects offered, - language and literature, natural sciences, history sociology. Also lectures on material bibliography, book making, publishing, the library, library methods, and the growth and importance of libraries.

Course for 1888 - 1889,

Lectures on - the province of bibliography, library methods and catalogs, the bibliography of special subjects, literary age and methods, material bibliography, printing and book binding, the relation of public libraries to schools, and the growth and importance of libraries.

The courses given to -

1. familiarize a student with the best bibliographical works, and with library methods and catalogs.
2. teach the best methods of reaching the literature of a special subject.
3. furnish important bibliographical lists likely to prove valuable in future study.

Course for 1890 - 1895.

Course offered similar to that offered for 1888 - 1889.

The course is open to students in the following departments -

History of art, English literature, philosophy, and all courses in history and economics.

Course for 1896 - 1902.

Course offered identical with that offered for 1890 - 1895.

Instruction given by Lydia Boker Godfrey.

Yale University, New Haven, Conn.

Bibliography.

Course offered.

1901 - 1903.

Length of course.

10 lectures of 1 hour each.

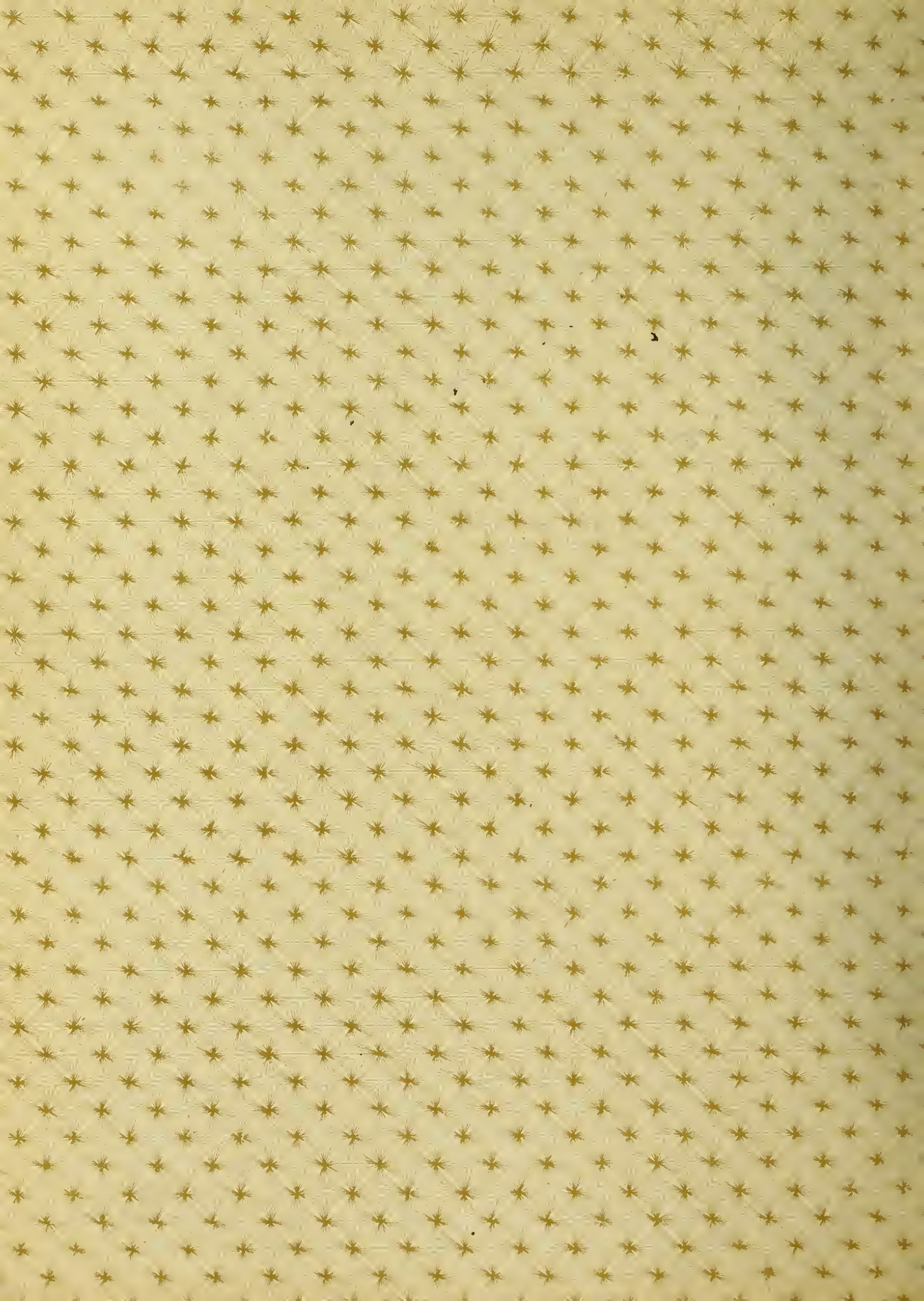
Requirements for admission.

Intended for graduate students but open to any one who cares to attend.

Description of course.

Ten lectures on certain practical aspects of bibliography. Discussion of general reference books, means of finding what is published on a subject, the reviewing of books, the classification and cataloging of libraries, the taking and filing of notes and references, the compilation of bibliographies, the making of indexes, the printing of theses, the law of copyright.

Instruction given by Andrew Keogh.





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